

Latvian Academy of Culture Agency “Latvian College of Culture at the Latvian Academy of Culture”

PROCEDURES FOR QUALIFICATION EXAMINATIONS

Issued in accordance with

Sub-paragraphs 5.7.8., 7.1. of Statutes of Latvian Academy of Culture Agency “Latvian College of Culture at the Latvian Academy of Culture”

Sub-paragraphs 19.10., 19.18. of Statutes of Latvian Academy of Culture Agency “Latvian College of Culture at the Latvian Academy of Culture”

Section 5, paragraph 2 of the Law on Higher Education,

Sub-paragraphs 14 of Cabinet Regulations No. 141 “Regulations on the State Standard for the First Level of Professional Education”

1. General Terms

- 1.1. Qualification Examinations at Latvian Academy of Culture Agency “Latvian College of Culture at the Latvian Academy of Culture” (hereinafter – College) are state Final Examinations (hereinafter – Final Examinations) which complete the study programme and after which the student receives an educational document. This is the final stage of the study process, where the skills, theoretical knowledge and attitudes necessary for the successful fulfilment of the basic tasks of the profession and the qualification requirements specified in the study programme are tested.
- 1.2. Qualification Examination Parts at the College are:
 - 1.2.1. Qualification Paper;
 - 1.2.2. Qualification Examination (Theory);
 - 1.2.3. Final Qualification Examination (presentation and defence of Qualification Paper).
- 1.3. The Qualification Examination Commission assesses the theoretical and practical knowledge, the level of professional preparation, the documentation of the Paper and the cultural or artistic project (Qualification Paper), as well as the ability to present it.
- 1.4. Qualification Examinations are allowed for students who have completed the full study programme – have received a final grade – score of at least 4 (almost satisfactory) or have passed all study courses, traineeships and Qualification Traineeship of the study programme.
- 1.5. Students who are not allowed to take Qualification Examinations have the right to take the theoretical and practical part of the respective study programme, the necessary study courses and to receive the final assessment within two years. Upon completion of the requirements set out in paragraph 1.4, the student shall have the right to take Qualification Examinations within a specified time period with another group in the same study programme.
- 1.6. The organization, conduct and defence of the Qualification Examination shall be regulated by “Latvian Academy of Culture Agency “Latvian College of Culture at the Latvian Academy of Culture” “Procedures for Qualification Examinations”” (hereinafter – Procedures), as well

as by "Latvian Academy of Culture Agency "Latvian College of Culture at the Latvian Academy of Culture" "Regulations for the Qualification Paper in the study programmes "Management of the Arts Institutions", "Contemporary Dance" and "Library Science and Information"" (hereinafter – Regulations), and the methodological guidelines for the development and defence of the Qualification Paper in each specialization (hereinafter – the Methodological Guidelines).

- 1.7. In order to get an education document, a student has passed with a score of no less than 4 (almost satisfactory) all parts of the College Qualification Examination.

2. Organisation of Qualification Examinations

- 2.1. Students submit an application for a Qualification Paper coordinated with the supervisors of the Qualification Paper, according to the Culture Management, Dance, and Library Information Departments, and by the date specified on the College website.
- 2.2. The supervisor of a Qualification Paper may be a lecturer of the College or other higher education institution, a specialist in the relevant field of activity of a company or institution, as well as a scientific employee of a company having higher education and at least five years of experience in the relevant field.
- 2.3. The project of a Qualification Paper must be completed within the deadline set by the College in accordance with the Methodological Guidelines. Students of the study programme "Contemporary Dance" shall complete the project of a Qualification Paper on a date set by the College.
- 2.4. The Qualification Paper shall be submitted to the appropriate department of the study programme on the date specified by the College in the last semester of each study programme.
- 2.5. If the implementation process of a Qualification Paper before submission of a final Qualification Paper involves submission of a document, such as a scenario, to the supervisor of the Qualification Paper, the student and the supervisor individually agree in advance or the term is specified in the Methodological Guidelines of a particular specialization.
- 2.6. The Qualification Paper is presented and defended by the student on the date previously determined by the College and published on the College website. If the student takes the final Qualification Examination (Qualification Paper presentation and defence) repeatedly, later than during the next examination session after the implementation of the project of Qualification Paper, then the student must develop a new project of Qualification Paper. The pre-defence of the Qualification Paper is governed by the Methodological Guidelines.
- 2.7. The Qualification Examination Commission (hereinafter – Commission) shall consist of the head of the Commission and at least four members of the Commission (including the secretary). The head of the Commission and two members of the Commission shall be representatives of professional organisations or employers of the sector. The Commission shall consist of the head of the department corresponding to the study programme or its delegate and the head of specialization or its delegate.
- 2.8. The chairman of the Commission shall be a person with a doctoral or master's degree or a higher education without a scientific degree, if he/she has five years of practical experience corresponding to the specifics of the study programme. The Secretary of the Commission shall have the right to vote. The composition of the Commission is approved for each

Qualification Examination session in each study programme. In case of necessity several Commissions can be formed in one study programme (if there are several specializations).

- 2.9. A proposal on the composition of the Commission shall be prepared by the head of the department corresponding to the study programme and shall be submitted to the College Board. The Board shall, no later than one month before the first meeting of the Commission, submit to the Director of the College the composition of the Commission. The Director of the College shall issue an order approving the composition of the Commission.
- 2.10. For the evaluation of the Qualification Examination (Theory), an expert commission – the corresponding College lecturers shall be attracted. The proposal of the experts to be attracted shall be prepared by the head of the department corresponding to the study programme after approval of the issues mentioned in paragraph 4.1. and submitted to the Director of the College for approval. The Director of the College shall issue an order approving the Qualification Examination (Theory) Commission of Experts.
- 2.11. The dates of the Qualification Examinations session are approved by the College Board, which reviews and approves the Study Schedule for the relevant academic year. Students are notified of the dates of the Qualification Examination session not later than 30 calendar days prior to the examination.
- 2.12. On the first day of the Qualification Examination session, the Director of the College shall issue an order regarding students who take the Qualification Examination.

3. Procedure of Qualification Examinations

- 3.1. The terms and conditions of the Qualification Examination shall be presented to the students by the head of the department corresponding to the study programme or a person delegated by him/her at least 30 calendar days before the Qualification Examination.
- 3.2. The Qualification Examination (Theory) room shall contain the necessary equipment for the examination and the work of the Commission. In the examination room, students are invited one by one according to the list of students in alphabetical order.
- 3.3. During the Qualification Examination (Theory), the student draws two tickets – one in the specialty, the other in the specialization, and gives a written and/or verbal answer to the questions.
- 3.4. During the Qualification Examination (Theory) the student observes the requirements of the Commission, does not disturb the procedure of the examination, including silence, switches off the mobile phone. The final Qualification Examination (presentation and defence of Qualification Papers) shall take place in an open session of the Commission, specified in paragraph 2.4.
- 3.5. In all study programs, persons who are not part of the official Commission may attend the open session of the final Qualification Examination with the permission of the Chairman of the Commission. If these persons interfere with the Examination, the Chairman of the Commission shall be entitled to expel them from the Examination room. The Chairman of the Commission shall notify the Director of the College of any irregularities in the Examination within three days.
- 3.6. The student presents and defends his/her Qualification Paper on the date set by the College in accordance with the requirements defined in the Methodological Guidelines.

- 3.7. The final Qualification Examination takes place in a suitable environment for presenting the Paper.
- 3.8. Students who have missed the beginning of the Qualification Examination may take the Examination only with the permission of the Chairman of the Commission.
- 3.9. Questions may be asked by a member of the Commission only with the permission of the Chairman of the Commission.
- 3.10. If a student uses unauthorized aids during the Qualification Examination, interferes with the Examination, the Chairman of the Commission shall have the right to expel him/her from the Examination room. After the completion of all or part of the Examination, the Commission shall draw up a report on the expulsion of the student from the Qualification Examination room, specifying the reason for expulsion. The Paper of the expelled student is not evaluated.
- 3.11. Students are introduced with the Commission decision (assessment) on the day of the Qualification Examination (Theory) or the final Qualification Examination, after the Commission has completed the consultation. The Commission shall take a separate decision regarding the re-examination.
- 3.12. The minutes, signed by all the members of the Commission, form the basis for an order of the Director of the College to issue a diploma.

4. Content of Qualification Examinations

- 4.1. The questions of the Qualification Examination (Theory) are approved annually by the head of the department corresponding to the study programme. The questions are developed by the head of the department corresponding to the study programme together with the heads of specialization and/or lecturers.
- 4.2. The purpose, tasks, form and technical execution of the Qualification Paper are regulated by the Regulations and the Methodological Guidelines.

5. Evaluation

- 5.1. The Deputy Director in the course of studies is responsible for developing the Final Examination requirements and assessment criteria. The Final Examination requirements and assessment criteria are reviewed and approved by the College Board.
- 5.2. The decision of the Commission shall be valid if at least three members of the Commission have participated in the meeting of the Commission.
- 5.3. Students' answers to the questions of the Qualification Examination (Theory) are evaluated by experts approved by the College Director. Each expert evaluates the answers to particular questions and puts a mark. The final mark of the student's Qualification Examination (Theory) shall be issued by the head of the department corresponding to the study programme or his/her delegate, calculating the average mark from the assessments made by individual experts.
- 5.4. The student has passed the Qualification Examination (Theory), if the score on each of the answered questions is at least 4 (almost satisfactory).
- 5.5. Supervisors and reviewers of the Qualification Papers review the submitted Qualification Papers and submit a written evaluation of the Paper to the head of the department

corresponding to the study programme or his/her delegate not later than 3 days before the presentation and defence of the Qualification Paper.

- 5.6. The student is entitled to receive one copy of the submitted Qualification Paper at least three days prior to the final Qualification Examination (presentation and defence), together with the evaluations of supervisors and reviewers.
- 5.7. The Qualification Paper is evaluated in accordance with the requirements of the Methodological Guidelines. The final evaluation of the final Qualification Examination (presentation and defence) shall be made by the Commission during the discussion, after the presentations of all students' Papers, by calculating the average mark from the assessments made by the individual experts. In the event of a dispute concerning the assessment of the final Qualification Examination, the vote of the Chairman of the Commission shall be counted as two votes.
- 5.8. Students who have received less than 4 (almost satisfactory) in any part of the Qualification Examination shall be exmatriculated as having completed theoretical courses in the relevant study programme. These students have the right to re-take the Qualification Examination within two years, at their own expense, in accordance with the Regulations on Provision of Paid Services.
- 5.9. The College diploma of first level professional higher education, which also certifies the fourth level of professional qualification obtained, is awarded to the student who has passed the Qualification Examination with a score of not less than 4 (almost satisfactory) in all its parts.

6. Organization of Repeated Qualification Examinations

- 6.1. Students who, for justifiable reasons, have not come to some of the parts of the Qualification Examination, shall submit to the Director of the College a supporting document and a request for taking the Examination at another time. The Director is entitled to authorize the student to take the Examination at College at another time in accordance with the Qualification Examination times prescribed in the schedule.
- 6.2. Students, who have not attended some parts of the Qualification Examination without justification, shall not continue to take the remaining Qualification Examinations. These students shall have the right, within two years, but not earlier than in the next closest Qualification Examination session, to re-take the Qualification Examination, at their own expense, in accordance with the Regulations on Provision of Paid Services.
- 6.3. A separate protocol shall be completed for the re-examination.
- 6.4. Students are matriculated for re-examination at the proposal of the person appointed by the Deputy Director in the course of studies. The applicant may be re-matriculated for re-examination up to a maximum of two times. For students who have completed the theoretical part of their respective study programme prior to matriculation and are not overdue, no additional academic commitment is required.

7. Appeal Procedure

- 7.1. The student shall, within three working days of non-admission to the list of students taking the Qualification Examination or after notification of the Qualification Examination

assessments, submit to the Director of the College an appeal in writing regarding the conduct of the Final Examination.

- 7.2. Upon receipt of the appeal, the Director of the College shall approve the Appeals Commission of three persons on the recommendation of the Deputy Director in the course of studies.
- 7.3. The Appeals Commission examines the student's application within three working days of receiving the application and informs him/her in writing of the decision taken.
- 7.4. The Appeals Commission's decision is not subject to appeal.